

Call to Order:

The meeting was called to order at 7:35 p.m. Present were Chair, Joan Duff, and members Linn Anderson, Mark Yanowitz, and Vincent Chiozzi (arrived at 7:42 pm), John McDonnell (arrived at 7:58 pm), and associate member, Jay Doherty; also present were Lisa Schwarz, Senior Planner and Jacki Byerley, Planner.

Master Plan:

The Board took up the discussion on the Andover Master Plan rewrite and update. Ms. Schwarz reviewed her memo to the Board dated October 5, 2010 and noted that the draft before the Board has had input from various boards and committees that reviewed their sections and provided comments in their area of expertise. Ms. Schwarz noted that even though it is not required she would like to add a Public Health and Sustainability section to the Master Plan. Ms. Schwarz asked the Board if they had any comments on the draft of the Master Plan. A discussion by the Board followed regarding how much land is left for development in Andover, and when the data from the 2010 census will be ready. Ms. Schwarz noted the census data will be available March 2011. Mr. Yanowitz questioned how the master plan can be used effectively. Ms. Schwarz noted that she wants to keep the document small in a format that everyone will use and those who are making the decisions would be working towards the same goals and objectives. Ms. Schwarz noted that the Board was able to cross off goals from the Master Plan that has been achieved, such as the re-codification of the Zoning By-law and the Main Street project.

Subdivision Rules and Regulations:

The Board took up the discussion on the proposed amendments to the Rules and Regulations Governing the Subdivision of Land in the Town of Andover. Ms. Byerley reviewed her memos to the Board dated Oct. 7th and Oct. 12, 2010 and noted that this is not a public hearing but she is requesting feedback from the Board on the proposed amendments. The Board reviewed Ms. Byerley's memos dated Oct. 7th and Oct. 12th, which included:

Section III-Procedures for submission of plans and plan requirements

Remove filing fees from pages 6, 7, & 8

Page 8 subsection 3b adding a requirement for certified abutters list from neighboring communities which shall read: "If the development contains land in or abuts land of a neighboring municipality the applicant shall include a certified abutters list from the abutting municipality as part of the Form C application."

Page 8 subsection 3c remove original mylar submission requirement

Following a detailed discussion from the Board for the removal of the original mylar submission requirement from Section III, the Board was in consensus that the following wording should be added to to Section V Planning Board conditions and releases of condition subsection 5 (e), in the 1st sentence after the word "plan": "shall be submitted to the Planning Division within 30 days after the 20 day appeal period".

Section VI-Design Standards

Page 28 Section B. Lots: has been reworded

The Board discussed the rewording of Lots on page 28. Mr. McDonnell questioned the definition of lots in the Zoning By-law and suggested adding the definition of "streets, ways and lots" to the Rules and Regulations. Following a detailed discussion on the definition of lots the Board suggested Section B Lots shall read: "All lots identified as buildable lots within a proposed

Subdivision Rules and Regulations (cont.):

subdivision shall comply with the frontage and lot area requirements of the Andover Zoning By-law”.

Page 28 Section C. Streets: add “Local Street” classification

Page 29 Section 2. Location and alignment: revise wording for existing building nonconformity.

Page 30 Section 3. Right-of-way and street standards: add Local Street standards

Mr. McDonnell suggested revising the language to reduce the minimum pavement width and the pavement turnaround radius. Ms. Anderson noted that a reduction in the layout of the roadway would increase the amount of buildable area in town. Following a detailed discussion of the proposed changes the Board suggested the following revisions for Local Street 3-lots or less:

Local Streets less than 300’ 18’ minimum pavement width and no cul-de-sac

Local Streets greater than 300’ 20’ minimum pavement width and a cul-de-sac at 60’ to 80’ with approval from the Fire Department.

Page 33 & 34 Section D. Sidewalks: revise the language in # 2; and add language in # 3 which was taken from section VII subsection Q; and add # 5 waiver request to sidewalks.

Ms. Byerley noted there is no legislation to allow for a separate account for a sidewalk fund and if a waiver is granted a sum of money will be deposited in the general fund. Mr. McDonnell suggested going to Town meeting and establishing an account rather than depositing in the general fund and noted he would put an article together for the Dec. 6th town meeting. The Board also requested the words “of the Town of Andover” after the word “account” in # 5.

Pages 36 & 37 Add local Streets to Drainage section in # 8, 9, 10, 11 and renumber section.

Page 42 Section VII - Construction Standards:

Revise water main requirement from waterline to water main

Revision to side underdrain requirement

Page 43 Add berm and curb requirement for Local Street

Relocation of mandatory sidewalk requirement to Section VI pages 33, 34 and 44.

Page 44 Section Q Sidewalk delete sidewalk requirement for both sides of the street

Page 44 Section S. Trees add street tree requirement for Local Street on page 45

Page 45 Monuments add # 6 no granite bound requirement for Local Street

Following a detailed discussion regarding of the above amendments the Board suggested requiring granite bounds for Local Streets.

Other Planning Related Topics:

The Board discussed their upcoming Planning Board meetings in November and decided to cancel the Nov. 9th meeting due to a workshop the Board will be attending. The Board rescheduled their Nov. 23rd meeting to Nov. 16th.

Adjournment: The Board voted to adjourn the meeting at 9:30 p.m.